

Virginia Department of Forensic Science
DNA Data Bank Sample
Tracking System
(DBSATS)

Login Instructions for
Authorized Personnel



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Screen captures in these instructions were taken using the Google Chrome web browser. Depending upon the web browser you are using, your screen may differ slightly.

Introduction

DNA Data Bank Sample Tracking System Overview

The DNA Data Bank Sample Tracking System (DBSATS) is a web-based application that was developed and implemented by the Virginia Department of Forensic Science (DFS). The system provides a real-time search of the DNA Data Bank to determine if a DNA sample has already been collected or if one needs to be collected. In the event that a DNA sample needs to be collected, the Pre-Log feature allows entry of the sample information by the user agency, along with the barcode from the DNA sample collector. The DNA sample is then collected and mailed or delivered to the DNA Data Bank. Upon scan of the DNA sample barcode into the DNA Data Bank, the electronic record of the Pre-Logged information is retrieved.

User Agency Access

DBSATS may be accessed by user agencies from any device connected to the internet. In order to access the system, users accounts must be established by their Agency Site Administrator. Agencies can establish a new Site Administrator account by contacting the DNA Data Bank via email at dnadatabank@dfs.virginia.gov.

Accessing the System

Navigate to the DNA Data Bank Sample Tracking System login page at:

<https://dnaprelog.dfs.virginia.gov>

Log In

This system allows online search of the DNA Data Bank and entry of DNA Sample submission information before a Buccal DNA Collection Kit is submitted to the Commonwealth of Virginia.

Only authorized personnel from collection sites (law enforcement, correctional facilities, etc.) and the Department of Forensic Science (DFS) may access the system. Authorized personnel may obtain their credentials from their Agency Site Administrator.

[View login instructions](#)

By logging into this system, the user agrees to these [Terms and Conditions](#).

Email

Password

Log In

[Forgot your password?](#)

Contact Information

Virginia Department of Forensic Science
DNA Data Bank

Hours: Monday—Friday 8 am—5 pm
Phone: (804) 786-3789
Fax: (804) 796-3885
Email: dnadatabank@dfs.virginia.gov

Prior to logging into the System, you must have obtained your account permission through your Agency Site Administrator. Once you have your account permission, use your email and password to log in on the DBSATS login page.

- 1. Step 1:** By logging in, the user agrees to these **Terms and Conditions** also known as the *Acceptable Use Agreement*. Click to review.
- 2. Step 2:** Enter the business email address used to register you for the System in the “Email” field.
- 3. Step 3:** Enter the password in the “Password” field. Click the “Log In” button. If you entered the correct email address and password, you will be navigated to the DBSATS search page.

NOTE: If you do not remember your password, you can reset it by clicking on the “Forgot your password?” link.

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2. Email

3. Password

Log In

[Forgot your password?](#)

For System Support or Additional Information

Contact the DNA Data Bank:

Email: DNADatabank@dfs.virginia.gov

Phone: (804) 786-3789

Fax: (804) 786-9985

